

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
				-					

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

FARM:

MILES FROM STORE:

Local

Regional



Ellwood Thompson's Local Market/Dawson's Market

# Truth in Growing Agreement Form

Please provide the following information to the best of your ability. Please print clearly.

**Name of Farm:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Distance:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

Farm Website (if available): \_\_\_\_\_

E-Mail Address (if available): \_\_\_\_\_

**Full Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Business & Insurance Information

Federal Tax Identification Number: \_\_\_\_\_ Do you have business insurance?  Yes  No

Terms Requesting: \_\_\_\_\_ *Please attach a copy of your insurance to this document.*

*store use only below this line*

Department: \_\_\_\_\_

Account Number: \_\_\_\_\_

Notes (if any): \_\_\_\_\_

Department Manager's Name (please print): \_\_\_\_\_

Department Manager's Signature: \_\_\_\_\_

# Truth in Growing Farmer Agreement

At Ellwood Thompson's and Dawson's Market, we care about the entire cycle of farming, from the cultivation of the soil to the level of care the farm gives its workers. *This agreement is for transparency and communication purposes only. It is not a legal document.* Please fill the following out to the best of your ability.

**Name of Farm:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Name(s) of Primary Owner:** \_\_\_\_\_

**Approximate acreage of farm:** \_\_\_\_\_ **Approximate acreage of cultivated land:** \_\_\_\_\_

**Do you practice organic growing methods?**  Yes  No

**If so, please describe organic growing methods you practice:**

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Are you certified by any of the following organizations:  
(Please check all that apply)



If you are certified by one of the choices, please indicate how long you have been certified:

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Do you use bumper crops?  Yes  No

Describe your crop rotation practice: \_\_\_\_\_

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Are any of your crops, to your knowledge, grown with genetically modified seeds (GMOs)?  Yes  No

What type of machinery do you use on your farm? \_\_\_\_\_

Does pressure treated lumber come in contact with any of your crops' soil?  Yes  No

Do you compost?  Yes  No

# Use of Synthetic Chemicals

Ellwood Thompson's and Dawson's Market do not encourage the use of synthetic chemicals such as fertilizers, pesticides, herbicides or insecticides. However, we do understand the modern day challenges in farming. Produce in our store that is not USDA Certified Organic, Certified Naturally Grown or is not produced using organic growing methods, will be labeled as conventional or with the "Local Good" integrity pin. This integrity pin (shown on signage) will indicate to the customer that although the produce is locally grown, it is still grown with conventional methods.

## 1. Do you use synthetic pesticides on your farm?

Yes  No

If "yes," please list primary pesticides used:

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## 2. Do you use synthetic herbicides on your farm?

Yes  No

If "yes," please list primary pesticides used:

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## 3. Do you use synthetic insecticides on your farm?

Yes  No

If "yes," please list primary insecticides used:

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## 4. Do you use synthetic fertilizers on your farm?

Yes  No

If "yes," please list primary fertilizers used:

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5. What types of soil treatments do you use (if any)? \_\_\_\_\_

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6. Please list all livestock within a five mile radius from your farm: \_\_\_\_\_

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7. Please list all cover crops that you plant (if any): \_\_\_\_\_

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I agree that the above statements are true to the best of my knowledge.

**Full Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# Product Standards / Buying Procedure

## Our Mission Statement:

We aspire to feed the heart and soul of the community through a commitment to local and organic food.

## Our Business Philosophy:

The success of our markets is determined by customer satisfaction, staff happiness and local community support. We intend to grow our business by offering quality products at fair prices with exceptional customer service.

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Products that make it through our doors and onto our shelves have gone through a **four-step process**, ensuring that they meet our quality standards. This selection process is maintained by our Purchasing Director and the operations committee, to ensure each step of the process.

## Our Four-Step Buying Process

- 1. Source of the product:** We review where the product comes from, how it was produced or grown and the reputation and values of the company.
- 2. Clean Ingredients:** Our current list of banned ingredients has more than 100 items. The list includes ingredients such as high fructose corn syrup, parabens, nitrates, artificial flavors and colorings, growth hormones and more. A complete list of banned ingredients can be found on the last page of this packet.
- 3. Does it meet the department standards?** If the item makes it through the ingredients checklist, it now has to meet the specific standards for the department it will be sold in. Those standards are listed in this packet.
- 4. Would we take it home?** We won't carry a product that we wouldn't take home ourselves. Taste, flavor, aroma, freshness- these all come into play when making product decisions. Our tasting process starts with our buyers and staff and must meet the approval of multiple employees before we'll make our final decision.

**Our Commitment to NON-GMO (*Genetically Modified Organisms*) Products and Labeling:** Since 2010, we have been a proud member of the **NON-GMO Project**; a non-profit, multi-stakeholder collaboration committed to preserving and building sources of non-GMO products, educating consumers, and providing verified non-GMO choices. It's our shared belief that everyone deserves an informed choice about what they are consuming.

When making purchasing choices, our buyers compare product with the NON-GMO's list of clean products, a list created using North America's only third party verification and labeling for non-GMO food and products. Products that make this list are marked with NON-GMO tags on our shelf.

**Going Beyond Industry Standards:** Thanks to hard working team members, ingredients like *High Fructose Corn Syrup* (HFCS) were added to our banned list before they showed up under the national spotlight. Our standards are constantly monitored, keeping them up to date and "beyond" industry standards. Our operations committee follows the latest trends, news, and food related topics to stay up to date on these important issues. We closely monitor food safety is-sues and recalls, posting up-to-the-minute information on our website and Facebook page.

## Ellwood Thompson's Produce Standards

Our goal is to offer the largest, freshest and cleanest selection of local and organic produce in Richmond, VA and Rockville, MD. Our commitment to local starts with a strict, 100-mile radius, which encompasses small family farms and growers dedicated to sustainable farming and agriculture. Please see our local grower rating scale below. Anything outside of this 100-mile radius, but less than 300, is labeled as "Regional."

# Ellwood Thompson's Produce Standards cont.

Our buying team visits local farms and growers on a regular basis, to ensure quality growing methods and maintain strong relationships. A commitment to local agriculture doesn't happen overnight, it takes time, energy and dedication. We're proud to work directly with Virginia farmers to ensure that local products and vegetables are available to our customers year round, and to help local farmers stay in business and continue to grow!

**Our Local Produce Signage:** Signage indicating local produce displays the name and location of the farm, as well as how many miles it was grown from our front door. We use a three tier rating system for local produce (Good, Better, Best) to signify how the produce was grown.

**- Local Good:** This represents local farms, 100 miles or less from our store that use no or low spray and are family run or family operated.

**- Local Better:** Locally grown, 100 miles or less from our store - organic farm practices and/or sustainable growing, uses natural fertilizers and pest controllers.

**- Local Best:** Locally grown, 100 miles or less from our store - organically grown using USDA standards or G.A.O.P. (Generally Accepted Organic Practices), is USDA certified organic or Certified Naturally Grown.

**Our Commitment to Organic Produce:** We start with a transparent method of buying that sources from Virginia, the United States and overseas. With a growing demand for organic produce, we work closely with our vendors to make sure this quality remains intact. Whether we're getting apples from New Zealand or Virginia, the same standards apply. All of our organic produce is audited and certified by a USDA or third party-accredited agent.

*Occasionally, due to seasonality and pricing, we offer conventional produce. Conventional produce is always clearly marked.*

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I agree that the above statements are true; I am fully aware of Ellwood Thompson & Dawson's Market's produce buying procedures and product standards.

**Full Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_